Commercial Project Creation

November 2020

Commercial Record Agenda

- Portal Accounts and Electronic Submittals
- Complete vs Phased
- Minor Structures
- Application Data Fields and Lists
- Upload of Electronic Plans
- Commercial Workflow
- Amendment Record
  - Add and Remove Contacts
  - Project Amendment

Portal Account Required

- Required to do business on-line
- 24/7 access
- Upload documents – download approved plans
- Plan Review Interaction requires Portal
- Adding of MEP contractors to permits
- Payment of fees
- Scheduling of inspections
- Notices of inspection results – elimination of green and yellow tags
- Creation and maintenance of Escrow accounts
- Receipt of COO / LOC

Create an Escrow Account | Amend Escrow Account(s)

Search... [Q] [+]

Home	Land Development	Building	Fire

Dashboard	My Records	My Account	Advanced Search

Welcome Richard Chamberlin
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information

Lookup Property Information   **Create General Applications**

Land Development

Search Applications   Create an Application

Building

Search Applications   **Create an Application**

Profile

Search Applications   Create an Application

Amendments

Search Applications

Licensing

Search Applications

CITIZEN ACCESS *for* SAN ANTONIO

Create an Escrow Account | Amend Escrow Account(s)

Search... 🔍 ▪

| Home | Land Development | **Building** | Fire |

Search Applications   Create an Application

Records

Showing 1-10 of 100+ | Export results | Add to collection | Copy Record

	Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date	Created By	Status	Action	Short Notes
☐	10/13/2020	DEM-DEM-PMT20-39200516	Demolition Permit			4327 JUDIVAN City of San Antonio, TX 78218		RC10536	Active	Amendment	
☐	10/13/2020	DEM-DPP-APP20-39100518	Demolition Pedestrian Protection Application			100 MILITARY PLAZA City of San Antonio, TX 78205		RC10536	Under Review	Upload Plans Amendment	
☐	10/13/2020	DEM-DPP-APP20-39100519	Demolition Pedestrian Protection Application			100 MILITARY PLAZA City of San Antonio, TX 78205		RC10536	Closed	Amendment	
☐	10/13/2020	DEM-PED-PMT20-39300519	Pedestrian Protection Permit			100 MILITARY PLAZA City of San Antonio, TX 78205		RC10536	Active	Amendment	
☐	10/13/2020	MEP-TRD-APP20-33102091	MEP Trade Permits Application		solar UAT Plan Room	13638 CHAPEL OAKS City of San Antonio, TX 78231		RC10536	Issued	Amendment	
☐	10/13/2020	MEP-SOL-PMT20-34902091	Solar - Photovoltaic Permit		solar UAT Plan Room	13638 CHAPEL OAKS City of San Antonio, TX 78231		RC10536	Active	Amendment	
☐	10/12/2020	DEM-DPP-APP20-39100515	Demolition Pedestrian Protection Application			4327 JUDIVAN City of San Antonio, TX 78218		RC10536	About to Expire		
☐	10/12/2020	DEM-DPP-APP20-39100516	Demolition Pedestrian Protection Application			4327 JUDIVAN City of San Antonio, TX 78218		RC10536	Closed	Amendment	
☐	10/12/2020	COM-PRJ-APP20-39803011	Commercial Project Application		207 PRESA ST	207 S PRESA ST City of San Antonio, TX 78205		RC10536	Additional Info Required	Upload Plans Amendment	
☐	10/10/2020	RES-RBP-PMT20-36600696	Residential New Building Permit		Building No: ; Unit No:	4110 GROVETREE City of San Antonio, TX 78247		RC10536			

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Search for Records

Search records by any of the following:
- General Search (Application, Address, and Parcel options)
- Address
- Contact

Enter information below to search for records. Use the drop-down list below (to the right) to select the search type.

Complete vs Phased Project

COMPLETE PROJECT	PHASED PROJECT
New Buildings (includes separate Sitework)	Sitework
Remodel	Foundation
Addition	Shell
Sitework	First Time Finish Out
Minor Structures	Minor Structures
Tenant Finish Outs	

Minor Structures

TYPES OF MINOR STRUCTURES
Alteration to Drive Through
Commercial Fence
Communication Equipment - Cell Antennas Towers
Drive-up Services Equipment – Teller machine Ice machines
Monuments for Future Signs
Pad Sites
Retaining Walls
Shade Structures
Street Improvement (turn lanes, median work, signalization)
Commercial Swimming Pools

Data Fields and Lists

Data Fields and Data Lists
- Data Field for Single Data
- Data Lists for Multiple Data

Data Fields - MEP

Combination Permits Require MEP Work

Site Work, Foundations, New Buildings, Shell Finish Out, Remodels, Minor Structures

Electrical	Plumbing	Mechanical	Flatwork
Utility	Water Utility	General	Sidewalk
TOPS	Sewer Utility		Curb
TML	Irrigation		Approaches
General	Gas		
	Medical Gas		
	Backflow		
	General		

Submittal and Documents

Home   Land Development   **Building**   Fire

Search Applications   Create an Application

Commercial Project Application

| 1 Property Information | 2 Contact Information | 3 Application Information | 4 Review | 5 Record Issuance |

Your application has been successfully submitted.
Please print your record confirmation and retain a copy for your records.
An E-mail might also be sent regarding your request.

Thank you for using our online services.
Your Record ID is COM-PRJ-APP20-39803745.

You will need this Record ID to check the status of your application or to schedule/check results of inspections. Please print a copy of your record for your files.

To upload your digital plans, specifications, or other supporting documents for review, please click below:

Upload Plans and Documents

Your application has been submitted for review by the City of San Antonio Development Services Department.
You may contact the Development Services Department at their offices or by phone.
Cliff Morton Development and Business Services Center
1901 South Alamo Street
San Antonio, TX 78204
Phone: 210.207.1111
Hours: 7:45 am – 4:30 pm (Mon – Fri)
Closed on City Holidays

View Record Details »

Amendments

Add and Remove Contacts on Records
- Any Contact – Applicant is required
- General Contractor
- MEP Sub Contractors

Withdraw and/or Refunds

Additional Phase of an existing Project
Foundation, Shell, Interior Finish Out

On-Line Demonstration

Further Training

Questions

BuildSAOCMTeam@sanantonio.gov